

The Odisha Gazette

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 2374, CUTTACK, MONDAY, DECEMBER 24, 2012/ PAUSA 3, 1934

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 14th December, 2012

No. 29545-GAD-FE-PSC-0026/2012/Gen.— In exercise of the powers conferred by Clause (b) of Article 318 readwith the proviso to Article 309 of the Constitution of India, the Governor of Odisha is pleased to make the following regulations further to amend the Odisha Public Service Commission (Method of Recruitment and Conditions of Service of Staff) Regulations, 1994, namely:—

1. (1) These regulations may be called the Odisha Public Service Commission (Method of Recruitment and Conditions of Service of Staff) Amendment Regulations, 2012.

(2) They shall come into force on the date of their publication in the *Odisha Gazette*.

2. In the Odisha Public Service Commission (Method of Recruitment and Conditions of Service of Staff) Regulations, 1994, in regulation 6, for sub-regulation (2), the following sub-regulation shall be substituted, namely:—

“(2) The Selection Board shall consist of the following members, namely:—

- | | | |
|--|-----|----------|
| (a) Special Secretary, O.P.S.C. | --- | Chairman |
| (b) Secretary, O.P.S.C. | --- | Member |
| (c) Additional Secretary, O.P.S.C. | --- | Member |
| (d) Under-Secretary, (Establishment I/c), O.P.S.C. | --- | Member |

Provided that in the event of post of Special Secretary, remaining vacant, Secretary may Chair the Selection Board.”

3. In the said regulations, in regulation 9,

- (i) for sub-regulation (1), the following sub-regulation shall be substituted, namely:—

“(1) (a) 90% posts in the Cadre of Junior Assistants shall be filled up by way of direct recruitment by the Commission through competitive examination to be conducted by the Selection Board. The scheme and subject for the examination and syllabus shall be as specified in the APPENDIX to these regulation.

(b) Remaining 10% posts of Junior Assistant shall be filled up by way of promotion of Group-‘D’ employees subject to condition that he/she has given willingness in writing and have put 10 years of continuous service and must hold Bachelor's degree in any discipline or possess similar qualification equivalent thereto and has adequate knowledge in Basic Computer Skills.”

(ii) in sub-regulation (2), for clause (e), the following shall be substituted, namely:—

“(e) he/she must hold a Bachelor's degree in any discipline from any University incorporated by an Act of Parliament or State Legislature in India or an Educational Institution established by an Act of Parliament or deemed to be a University under section 3 of the University Grants Commission Act, 1956 or a Foreign University approved by the Central Government.

(e-i) he/she must have adequate knowledge in basic computer skill”

4. In the said regulations, in regulation 14, in sub-regulation (1), for clause (c), the following clause shall be substituted, namely:—

“(c) he/she must hold Bachelor's degree in any discipline as specified in clause (e) and (e-i) of sub-regulation (2) of regulation 9.”

5. In the said regulations, after regulation 39, the following APPENDIX shall be added, namely:—

“APPENDIX

[See Rule 9(1)(a)]

Scheme and Subjects for the Examination

Papers	Subjects	Maximum Marks	Time
WRITTEN TEST			
Paper-I	Language Test (English & Odia)	100	2 hours
Paper-II	General Knowledge (Objective)	100	1 hours
Paper-III	Mathematics (Objective)	100	3 hours
	Basic Computer Skills (Objective)	100	
	TOTAL:	400	
PRACTICAL SKILL TEST			
	Basic Computer Skills	50	1 hours

NOTE: (i) The standard of examination shall be equivalent to that of Higher Secondary Examination.

(ii) Those who will qualify the written test shall be called for the practical skill test.

(iii) The practical skill test shall be of qualifying nature.

SYLLABUS**1. Language Test (English and Odia).****A. English Language Test:—****(50 Marks)****(a) GRAMMAR.****(20 Marks)**

(i) Verbs: Tenses, Modal, Active and Passive voice, Subject-verb concord, non-finite verb forms (infinitives and participles).

(ii) Sentence Structure: Connectors, Types of sentences, Types of Phrases and Clause, Direct & Indirect speech, Comparison.

(iii) Other Areas: Determiners, Pronouns, Prepositions.

(b) READING.**(10 Marks)**

Unseen passage (400-450 words in length) with a variety of comprehension questions including vocabulary.

(c) WRITING.**(20 Marks)**

(i) Essay writing on familiar topics (within 250 words) (10 marks)

(ii) Letter Writing (Personal letter, applications, Business and Official)

(within 150 words) (10 marks)

B. Odia Language Test :- (50 marks)

(a) Grammar. (20 marks)

(1) Transformation of sentences (02 marks)

(a) Affirmative, Negative, Interrogative, Exclamatory

(b) Simple, Compound, Complex

(2) Transformation of words (noun to adjective and adjective to noun) (02 marks)

(3) Sandhi (02 marks)

(4) Samasa (03 marks)

(5) Antonyms and Synonyms (02 marks)

(6) Correction of common errors in words (03 marks)

(7) Idioms and Phrases (02 marks)

(8) Taddhita and Krudanta (02 marks)

(9) Punctuation marks (02 marks)

(b) Composition. (20 marks)

(1) Essay writing on familiar topics and personality (within 250 words) (10 marks)

(2) Letter Writing (Personal letter, applications, Business and Official) (within 150 words) (05 marks)

(iii) Translation (One English passage of around 100 words to be translated into Odia): (05 marks)

(d) Comprehension of an unseen passage ((5 x 2) = 10 marks)

(Five short questions to be asked)

2. General knowledge:— In this category, there should be a series of questions of different categories like –

- (a) Matching Historical events with dates, personalities and places,
- (b) Geographical facts with places,
- (c) States, Countries and Institutions with Headquarters,
- (d) Books and Authors,
- (e) Scientific facts and discoveries with dates, persons and uses,
- (f) Current events with places and personalities, and
- (g) Matching questions of miscellaneous type.

3. Mathematics:—**(100 marks)**

- (i) Fractions and Decimals,
- (ii) Percentage,
- (iii) Average,
- (iv) Simple Interest and Compound Interest,
- (v) Rates and Taxes, Insurance,
- (vi) Profit, Loss and Discount,
- (vii) Mixtures,
- (viii) Partnership,
- (ix) Problems on Time and Work,
- (x) Problems on Time and Distance,
- (xi) Ratio and Proportion,
- (xii) Statistics.

Under this, there will be a series of question in practical Mathematics required for day-to-day use. The questions would be such as to test candidate's ability to work out with quickness and accuracy.

4. Basic Computer Skills:—**(100 marks)**

- (a) MS Windows: Introduction of Windows
- (b) MS Office: MS Word, MS Power Point, MS Excel and MS Access

5. Practical Skill Test: Topics for practical test:—**I. WINDOWS** operating system.

To test some of the following basic system operations on file/folder(s):

- Create, Rename, Copy/Cut/Paste, Delete
- Using Clipboard

II. MS Word.

A Paragraph in MS Word incorporating some of the tools given below to be tested during the examination

- Editing and Formating text and paragraph
- Page and Paragraph Setup
- Inserting pictures and WordArt

III. MS Power Point.

A Power Point presentation with 2/3 slides using some of the tools given below to be tested during the examination:

- Editing and formatting slides

IV. MS Excel.

A problem in spreadsheet related to some of the tools given below to be tested during the examination:

- Formatting cells and data
- Functions & Formulae (Relative, absolute and Mixed reference)

I. MS Access.

A problem in MS Access related to some of the tools given below to be tested during the examination:

- Creating and entering data into a database
- Setting the primary key

* Printouts of the document (s) should be attached with the answer sheet.”

By Order of the Governor

N. CHANDRA

Special Secretary to Government